

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Superintendent-Recycling Center/Solid Waste Transfer

CLASSIFICATION: Exempt – Labor Grade 20

Job Description: Responsible for the overall operation and maintenance of the recycling center/solid waste transfer functions of the Town.

Accountability: Reports to the Director of Public Works.

Equipment Used: Computer, telephone, scales, small hand and power tools.

Environment: Inside: 60 % Outside: 40 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Manages the day-to-day operations and functions of the Recycling and Solid Waste Transfer Center to include planning, scheduling and future programs.
2. Hires and administers personnel for the operation of the Recycling and Solid Waste Transfer Center. Evaluates work performance of subordinates and recommends salary adjustments and/or changes in staffing as appropriate. Responsible for the administering of discipline, as necessary.
3. Researches and develops agreements and contracts for services to be provided by outside consultants and contractors as they pertain to recycling and solid waste and operation of the facility and recommends same to Public Works Director. Estimates and plans jobs and supervises the bid process for recommendations to Public Works Director.
4. Purchases supplies and materials, and provides recommendations to the Public Works Director for the purchase of items.
5. Evaluates existing systems of the Recycling and Solid Waste Transfer Center and makes recommendations for upgrades and improvements.
6. Prepares and manages the annual budget for the Recycling and Solid Waste Transfer Center to provide for sufficient funding to carry out the operations and maintenance activities of the facility as well as meeting the requirements of applicable regulating agencies.
7. Provides recommendations for the annual establishment of fees and revenue sources as may be applicable. Maintains and updates applicable ordinances as required.
8. Informs the Public Works Director of significant operational and/or maintenance problems and recommends corrective action when necessary.
9. Reviews and updates standard operating procedures to ensure goals of the facility are being met and are in compliance with regulatory agencies.
10. Remains current on federal and state regulations as they relate to recycling and solid waste.
11. Participates in the planning and implementation of safety programs.
12. Reviews summaries and reports and makes management-level decisions to solve problems or to achieve work objectives and articulates and expresses those solutions and goals.
13. Performs recycling education and public relations activities including speaking to community organizations, businesses, and schools; educates Town businesses and the public on recycling ordinances.

14. Optimizes revenues for Town on commodities sold and reduces disposal costs on other commodities; assists in exploring markets for removal and disposal of commodities not presently handled by Town.
15. Approves purchases and expenditures.
16. Prepares reports, as required to provide a detailed record of operations, the progress of work, the schedule of proposed work and accomplishments.
17. Plans and organizes to meet long and short term needs of the Recycling and Solid Waste Transfer Center through development and administration of a capital improvement program and budgets for same.
18. Performs other duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Not required

LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Frequently required

CARRY 11 to 25 lbs.: Frequently required

CARRY 26 to 50 lbs.: Not required

CARRY over 50 lbs.: Not required

REACH above shoulder height: Occasionally required

REACH at shoulder height: Occasionally required

REACH below shoulder height: Occasionally required

PUSH/PULL: Occasionally required

HAND MANIPULATION

Grasping: Frequently required

Handling: Frequently required

Torquing: Occasionally required

Fingering: Frequently required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently required

Bending: Occasionally required

Crawling: Rarely required

Squatting: Rarely required

Kneeling: Rarely required

Crouching: Rarely required

Climbing: Rarely required

Balancing: Rarely required

WORK SURFACE(S)

Standard office desk and chair. Concrete and tile floors, asphalt and gravel surfaces.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving information and instructions.

Sight: Necessary to do job effectively and correctly.

Tasting & Smelling: Smelling required to detect noxious fumes and odors.

Specific Vocational

Preparation

Requirement(s):

- | | |
|---|--|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input checked="" type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements: Certification from State of New Hampshire as Solid Waste Facility Operator, Level III, valid N.H. Driver's License, N.H. Dept. of Agriculture Weigh Master's License; or ability to obtain all within one year of employment.

Other Training, Skills and Experience Requirements: Two year post-secondary education in science and technology suitable for recycling and solid waste. Knowledge of supervisory principles and practices. Thorough knowledge of the principles and practices of the operation and administration of a recycling and solid waste transfer center. Minimum 2-4 years of experience in the operation, maintenance, and administration of recycling and solid waste transfer center with at least two years of supervisory experience, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Summary of Occupational Exposures: Exposure includes but is not limited to the following: laboratory chemicals, compost (dust, fungus), cleaning compounds, petroleum products, herbicides, pesticides, solvents, household garbage, etc. Also exposure to high noise levels from heavy compacting equipment.

Other Considerations and Requirements:

1. Knowledge of regulations, codes, policies, and procedures that pertain to recycling licenses, certificates, and permits and the procedures that must be followed.
2. The position requires strong supervisory skills and the ability to work with minimal direction.
3. Must be discreet and confidential.
4. Must be able to provide short and long-term planning of recycling and solid waste disposal.
5. Must be able to formulate decisions, make comprehensive recommendations, and enforce departmental policies.
6. Must be able to speak before employees, public groups, etc. Must be able to communicate effectively, both orally and in writing. Must have ability to foster positive public relations.
7. Must be able to establish and maintain effective working relationships with Federal, State and other public officials, department heads and subordinates.
8. Must be able to recognize the need for team building, and have the ability to develop effective and cooperative working relationships among employees.
9. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public.